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12 MAY 1960

*Processing and Control*

THRU

Chief, Stock Management Branch, Supply Division  
: Chief, Supply Division  
  
Chief, Records Management Staff

Agency Multipurpose Envelopes; Stockage and Issue of

1. Your memorandum of 26 April 1960 to the Chief, Building Supply Office, stated that the two sizes of multipurpose envelopes would replace the six sizes of conventional envelopes now in the supply system, and that these six types would be issued only for overseas use.

2. Contrary to our original objectives, we now realize that it would be impractical to eliminate from use in Headquarters the six sizes of envelopes referred to in your memorandum. The largest two of these sizes are needed for oversize material and for double wrapping purposes. The other sizes, with the possible exception of size 15" x 10", are needed as inner envelopes for double wrapping purposes. For double wrapping, the 12" x 10" multipurpose envelope is undesirable as an inner envelope because a 16" x 12" conventional envelope is then needed as the outer carrier. A more practical and economical arrangement would be the use of conventional envelopes up through size 11 1/2" x 8 1/2" for inner envelopes, and the use of 12" x 10" multipurpose envelopes for the outer carriers.

3. Accordingly, I recommend that the six sizes of conventional envelopes and the two sizes of multipurpose envelopes be stocked for Headquarters use.

4. There are existing requirements for the multipurpose envelopes. These requirements are based on procedures established in offices which are using these envelopes in conjunction with the Courier Receipt and Log Record, Form 240. Also, we will continue to publicize the use of these envelopes. I therefore appreciate very much your efforts to get the multipurpose envelopes into supply channels.



25X1

Distribution:

Orig. and 1 - Addressee

1 - Chief SD/OL

1 - RMS (*See memo 3-1*)

1 - RMS/FMB

*RAH/60*

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